Accounts Receivable Report ** 8/31/94 6:28 PM ** *COMPANY CONFIDENTIAL*

Customer (City, State)	Invoice #	Invoice Date	Terms	IN	Committed	September	October	November	Balance	Last Action	Next Action
Products											
New York Law Publ	NYL001	6/7/94	Net30	$15,000						Check Rec'd 8/11/94	
US Dept of Comm	DOC001	6/21/94	Net30						$21,000	Voicemail- pay 15k earlier?	
Novix	NVX001	6/28/94	Net30	$6,500						Check Rec'd 8/12/94	
PacBell	PCB001	7/6/94	Net30	$10,000						Check Rec'd	
Cambridge Info	CSA002	7/6/94	Net30			$12,000				8/25 will try to pay in August	Call if not here by 9/1
USGS	USG001	7/11/94	Net30				$15,000			On hold- Partial payment a possibility?	
NASA GSFC	NSA001	7/18/94	Net30	$15,000						Received	
Draper Labs	DPR001	8/3/94	Net30	$15,000						Received	Call if not here by 9/1
TASC	TSC001	8/5/94	Net30			$20,000				8/26-holding for payment approval	Call Bruce Simpkins 8/29
Sandia NL (Albuquerque, NM)	SNL001	8/17/94	Net30			$15,000					Call 9/1
Martin Marietta (Oak Ridge, TN)	MMI001	8/17/94	Net30			$17,750					Call 9/1
WestLaw	Renewal			$10,000						Pd support & maintenance renewal	Call 9/1
EG&G (Idaho Falls, ID)	EGG003	8/22/94	Net30			$5,000					Call 9/1
NSWC (Dahlgren, VA)	NSW001	8/25/94	Net30			$1,000					Call 9/1
Rice Univ	Renewal					$5,000					
"PC Ware"/Open Source						$160,000				Automatic payment w/in 30 days of Inv	
NSF (Arlington, VA)	NSF001	8/29/94	Net30			$15,000					
				$71,500	$0	$250,750	$15,000	$0	$21,000		
Information Services											
Dow Jones	N/A					$5,000	$5,000	$5,000			
Intel	ITL003	7/5/94	Net30	$10,000						Paid	
Scholastic	SCH001	7/22/94	Net30	$25,000		$3,000	$3,000	$3,000		Paid	
AOL	AOL001			$25,000						Paid	
CMP	N/A			$15,000		$13,200	$25,000	$34,400		Paid intial amount	
				$75,000	$0	$21,200	$33,000	$42,400	$0		
Contracts											
RJO/DTIC	RJO002	8/2/94		$13,968							
PRC/Open Source	PRC005	1/6/94	90						$12,150	Need info from Dan before calling Ed N.	Get info & call this week
RJO/DTIC	RJO005	3/28/94	90	$1,988						Rec'd	
RJO/DTIC	RJO004	3/28/94	90	$4,755						Rec'd	
RJO/DTIC	RJO003	3/28/94	90	$400						Rec'd	
RJO/DTIC	RJO006	4/4/94	90	$2,963						Rec'd	
RJO/DTIC	RJO007	4/30/94	90			$2,100				8/22 to be pd in Sept by RJO per JC	Call JC by 9/6
RJO/DTIC	RJO008	6/1/94	90				$1,200			8/22 - not yet approved by Huddy?	
RJO/DTIC	RJO009	7/1/94	90					$2,063		8/22 - not yet approved by Huddy?	
RJO/DTIC	RJO010	8/1/94	90						$1,238		
				$24,073	$0	$2,100	$1,200	$2,063	$13,388		

Total In for Current Month	This month Committed	Total this month In & Committed	Forecasted September	Forecasted October	Forecasted November	Forecasted for Beyond Nov	Total Receivables
$170,573	$0	$170,573	$274,050	$49,200	$44,463	$34,388	$572,673

Dollars Collected for Month-to-date (Aug)	Current Month Revenue Quota	% of MTD Attainment	$ Collected YTD FY95	Revenue Quota FY95	% of YTD Attainment
$170,573	$167,000	102.14%	$264,573	$3,000,000	8.82%

WAIS, Inc.

STAFF MEETING AGENDA

September 12, 1994

I.   <u>Weekly Business Reports</u>
    A.   Sales
    B.   Accounts Receivables
    C.   Human Resources/Administration
    D.   Product Development
    E.   Services Development
    F.   Support

II.   <u>Meeting Objective</u>
    Ongoing hot projects – AOL, CMP, Intel, Fujitsu, GILS, etc.?

III.   <u>Issues for the Week</u>
    A.   Ben – TeleMagic ?
    B.   Ben – Parsing Adobe Acrobat
    C.   Bruce – role of Kevin Cronin

IV.   <u>Summary</u>

<u>8/29/94 Meetng Minutes</u>

AR:
$155K receivedMTD

Sales:
MTD bookings: $119.75K

Developoment:
KBO developed feature "Selected
   Dissemination of Info" – provides regular
   update on selected topic
Preliminary Beta documentation 1-2 weeks
V. 2 Protocol advancing
Testing for Beta
Fulcrum derivative release date?
Server V. 2.0 – Sept. 30 ship date, with
   weekly release prior to date

Services:
DJ Alpha is off
Intel phase 2 finished/Intel port
   to Windows 150K–ongoing
DJ launching WAIS product

Support:
Escalation procedures
Sandia Lab – 10K for support
Acrobat/Common Ground
Mtgs. each Fri. at 4PM

WAIS, Inc.

STAFF MEETING AGENDA

September 26, 1994

I.   <u>Weekly Business Reports</u>
    A.   Sales
    B.   Accounts Receivables
    C.   Human Resources/Administration
    D.   Product Development
    E.   Services Development
    F.   Support

II.   <u>Meeting Objective</u>

III. <u>Issues for the Week</u>
    A.   Bruce: Coordinating alarm issue between 1st and 3rd FL
    B.   Kevin C.: requesting all speaking event info.

IV.   <u>Summary</u>

9/12/94 Meeting Minutes

Product Development:
Documentation progressing
Thesaurus will be a separate release
Will's AOL trip recap

Services:
CMP - Looking Glass project ongoing
DJ - schematics and timeline done

Support:
Schedule mtg. re: what platforms to port for release

Sales:
MTD - $418K!!

WAIS, Inc.

STAFF MEETING AGENDA

September 26, 1994

I. <u>Weekly Business Reports</u>
    A. Sales
    B. Accounts Receivables
    C. Human Resources/Administration
    D. Product Development
    E. Services Development
    F. Support

II. <u>Meeting Objective</u>

III. <u>Issues for the Week</u>
    A. Bruce: Coordinating alarm issue between 1st and 3rd FL
    B. Kevin C.: requesting all speaking event info.

IV. <u>Summary</u>

9/12/94 Meeting Minutes

Product Development:
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Services:
CMP - Looking Glass project ongoing
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Support:
Schedule mtg. re: what platforms to port for release

Sales:
MTD - $418K!!

WAIS, Inc.

STAFF MEETING AGENDA

October 10, 1994

I.   <u>Weekly Business Reports</u>

        A.   Sales
        B.   Human Resources/Administration
        C.   Product Development
        D.   Services Development
        E.   Support
        F.   Conferences

II.   <u>Meeting Objective</u>

III.   <u>Issues for the Week</u>
      A. K. Cronin: Who will be responsible for the directory of servers handled by TMC?

IV.   <u>Summary</u>